

City of Chelsea



Clerk VI (Disbursement Clerk)

Auditing Department

Salary: Grade 6 (\$36,473.89 - \$45,018.40)

Position Summary (job description next pages)

Responsible and complex clerical account keeping work in the preparation and maintenance of the City's accounts payable process and payments. Audit and verify the availability of funds. Assure proper documentation for vouchers. Process payments, City & School. Perform complex work in the oversight and disbursement of payments and the maintenance of A/P accounts and resulting reports. Provide clerical back up to the payroll functions of the Department.

Qualifications

Education:

High School graduate with program of education including basic business practices or bookkeeping. Post-secondary education in accounting or business practice strongly advantageous.

Experience:

Three years of office work experience, at least one year of which is in a similar bookkeeping and/or disbursement and financial record keeping position.

Skills, Knowledge & Abilities:

Must have excellent basic math comprehension. Attention to detail. Thorough familiarity and demonstrated experience with computer office programs such as Windows Office, data-based applications and spreadsheets. Requires excellent organizational practices and efficient time management. Must have good communication skill to tactfully instruct others on voucher procedures and to clarify documentation obligations. Must have good vision to read accurately from a variety of hand written submissions and small print texts. Must have good hand movement and strong keyboard ability; a great deal of the work is data entry, physical file maintenance and report distribution. Ability to work in strict confidence.

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer